

CRIMINAL INVESTIGATIONS

**USE OF
CONTINGENCY
LIMITATION
.0015 FUNDS
FOR CRIMINAL
INVESTIGATIVE
ACTIVITIES**

Headquarters
Department of the Army
Washington, DC
15 April 1983

UNCLASSIFIED

SUMMARY of CHANGE

AR 195-4

USE OF CONTINGENCY LIMITATION .0015 FUNDS FOR CRIMINAL INVESTIGATIVE ACTIVITIES

Changes have been made throughout this Change 1 of this Army Regulation. Major changes include--

- o More specific instructions on appointment orders.
- o Clarification of responsibilities.
- o Filing for excessive expenses while in an investigative temporary duty status.
- o When and who prepares DA Form 5070-R, and the recategorization of informant expenditures.
- o AR 195-4, 1 May 1982, is changed as follows:
 - o Parts of table 4-1 have been changed.
 - o The Glossary has been changed.
 - o The following paragraphs have new or changed material--
 - Paragraphs 1-2.1; 1-5e(4), (6) and (7); 1-5g(1) and 1-5j.
 - Paragraphs 2-1 and 2-2.
 - Paragraphs 3-1a(2); 3-1b; 3-4b; 3-7a(2); 3-7a(2); 3-7b(3) and 3-11.
 - Paragraphs 4-3a(3); 4-4b and c; 4-7b and 4-14b.

Effective 15 May 1983

CRIMINAL INVESTIGATIONS

USE OF CONTINGENCY LIMITATION .0015 FUNDS FOR CRIMINAL INVESTIGATIVE ACTIVITIES

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

Staff, and Robert M. Joyce, The Adjutant General.

Summary. This regulation sets policy for the administration, supervision, control, and use of limitation .0015 Contingency funds (.0015 funds) of the Secretary of the Army made available to the Commanding General (CG), US Army Criminal Investigation Command (USACIDC) for emergency and unusual expenditures incurred during investigations and crime prevention.

Applicability. This regulation applies to all active Army personnel who use or are responsible for the control and administration of .0015 funds and Army National Guard and US Army Reserve criminal investigation activities when called in Active Federal service.

Proponent and exception authority. The proponent agency of this regulation is

the US Army Criminal Investigation command.

Army management control process. Not applicable

Supplementation. Local supplementation of this regulation is prohibited except on approval of the Commanding General, United States Army Criminal Investigation Command.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended changes to Publications and Blank Forms) directly to Commander, US Army Criminal Investigation Command, Attn: CIAC-ZA, Falls Church, VA 22041.

Distribution. To be distributed in accordance with DA Form 12-9A requirements for AR, Criminal Investigations.

Active Army—A

ARNG—C

USAR—B

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*This regulation supercedes AR 195–4, 11 May 1977.

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Chapter 1

GENERAL

1-1. Purpose.

This regulation sets policy for the administration, supervision, control, and use of limitation .0015 Contingency Funds (.0015 funds) of the Secretary of the Army made available to the Commanding General (CG), US Army Criminal Investigation Command (USACIDC) for emergency and unusual expenditures incurred during investigations and crime prevention.

1-2. Applicability.

This regulation applies to—

- a. All Active Army personnel who use or are responsible for the control and administration of .0015 funds.
- b. Army National Guard and US Army Reserve criminal investigation activities when called into Active Federal service.

1-2.1. Impact on the New Manning System.

This regulation does not contain information that affects the New Manning System.

1-3. References.

Required and related references are listed in appendix A.

1-4. Explanation of terms.

Special terms and abbreviations used in this regulation are defined in the glossary.

1-5. Responsibilities.

- a. *Comptroller of the Army (COA)*. The COA will—
 - (1) Review and evaluate all requests for .0015 funds received from the CG, USACIDC.
 - (2) Allocate .0015 funds to the CG, USACIDC.
 - (3) Issue a letter on the annual funding program for contingency funds.
- b. *Deputy Chief of Staff for Personnel (DCSPER)*. The DCSPER will coordinate with CG, USACIDC on the use of .0015 funds for provost marshal (PM) activities.
- c. *US Army Audit Agency (USAAA)*. The USAAA is responsible for the worldwide audit of .0015 funds (para 1-7b). This includes—
 - (1) Performing periodic audits of selected .0015-fund accounts.
 - (2) Reviewing .0015-fund reports prepared by USACIDC.
- d. *Commanding General, US Army Criminal Investigation Command*. The CG, USACIDC will—
 - (1) Review and examine all vouchers, subvouchers, and supporting papers that document .0015 funds spent to insure that expenditure are properly administered and authorized.
 - (2) Review annually the .0015-fund accounts of each certifying and approving officer (CAO).
 - (3) Prepare and distribute a semi-annual register of .0015-fund expenditures for presentation to the Secretary of the Army (para 1-8).
 - (4) Provide the COA with information about .0015-fund requirements during budget development and implementation.
 - (5) Allot, in writing .0015 funds received from COA to CAOs as required.
 - (6) Send subordinate commands copies of the COA's annual funding program for contingencies letter.
 - (7) Insure that .0015 funds are available to MPs.
 - (8) Delegate, in writing, authority to obligate and expend .0015 funds to subordinate commanders.
 - (9) Review, and as needed, approve requests for special agent's (SAs) and military police investigators (MPIs) for reimbursement of expenses exceeding the approval authority of the CAO.
 - (10) Appoint CAOs (chap 2).
- e. *Certifying and approving officers*. CAOs will—
 - (1) Approve vouchers for emergency or unusual expenses (chap 4) and verify that vouchers are correct, payment is proper, and funds are available.
 - (2) Review and examine all vouchers, subvouchers, and supporting papers that document .0015 funds spent to insure that all expenses are properly authorized and recorded.
 - (3) Prepare budgetary data on .0015-fund requirements.
 - (4) Establish, in writing, internal controls to insure that .0015-fund obligations do not exceed available funds or limitation authority.
 - (5) Maintain .0015-fund files and records (chap 4).
 - (6) Designate, in writing, approving officers (AOs) and special investigative property book officers (SIPBOs).

(7) Review requests for fund advances to USACIDC fund custodians and AOs to insure that amounts advanced are the same as expected expenses based on the use of past .0015 funds.

(8) Review and, as needed, approve requests from SAs and MPIs for individual expenses.

(9) Insure that all .0015-fund vouchers are promptly processed and that all settlement claims are processed and sent to HQ, USACIDC, within the set time limits (chap 4).

(10) Sign the certification statement on subvouchers for reimbursement for services or supplies.

f. Provost marshals. PMS will—

(1) Certify, by letter to the AO, the names of MPIs authorized to expend .0015 funds and to receive advance funds.

(2) Certify, by letter to the AO, the names of MPs authorized to expend .0015 funds.

g. Approving officers. AOs will—

(1) Certify that expenses claimed on DA Form 5070-R (Justification Statement for .0015 Contingency Funds) (fig 4-4) and reimbursement subvouchers from SAs are correct, proper, and authorized (chap 4). DA Form 5070-R will be locally reproduced on 8-½ x 11-inch paper. DA Form 5070-R, a fold-in page, can be found at the end of regular size pages.

(2) Certify that expenses claimed on DA Form 5070-R from MPIs and MPs are correct, proper, and authorized (chap 4).

(3) Insure that SIPBOs get copies of all receipts or are otherwise informed, in writing, of all .0015 funds used to procure special investigative equipment.

(4) Insure that normal DA operating funds (other than .0015 funds) are fully used to finance costs related to criminal investigations and crime prevention.

(5) Provide detailed instructions on the use, administration, and control of .0015 funds to all USACIDC fund custodians, SAs, MPIs, or MPs authorized to expend such funds.

(6) Insure that all required supporting documents are attached to each subvoucher submitted to support claims for reimbursement from .0015 funds.

(7) Review and, if appropriate, approve requests for cash advances submitted by SAs, MPIs, and USACIDC fund custodians.

(8) Designate USACIDC fund custodians (chap 2).

(9) Review and, as needed, approve requests from SAs and MPIs for individual expenditures.

(10) Appoint an officer or SA to make a quarterly unannounced verification of—

(a) Currency held by fund custodians.

(b) Any .0015 funds held as evidence.

(c) Expenditure reports of informant payments to make sure they are supported by informant receipts.

(11) Approve MP's written requests for funds if funds are available and if funds requested do not exceed planned expenditures.

h. USACIDC fund custodian. USACIDC fund custodians will—

(1) Prepare vouchers and subvouchers request cash advances to cover expected .0015-fund expenditures (chap 4).

(2) Safeguard cash advances of .0015 funds per AR 37-103, chapter 3, section IV.

(3) Insure that .0015 funds advanced to SAs and MPIs are fully accounted for and that advances are made only for specific expenditures.

(4) Reimburse SAs and MPIs for authorized expenditures.

(5) Insure that claims for reimbursement or expenditure of .0015 funds previously advanced to SAs and MPIs are fully accounted for and that proper receipts and support documents to confirm expenditures or reimbursement from .0015 funds are provided.

(6) Maintain .0015-fund files and records (chap 4).

i. Special agents. Special agents will—

(1) Insure that all claims for reimbursement are proper and all expenditures are authorized.

(2) Prepare vouchers and subvouchers (chap 4) to confirm reimbursement and requests for cash advances of .0015 funds.

(3) Provide proper receipts and other documents to support expenditures of .0015 funds.

(4) Insure that expenditures of .0015 funds are related to a specific investigation.

(5) Safeguard cash advances of .0015 funds.

j. Reservists. Reserve SAs on active duty are eligible to use .0015 funds in the same manner as a regular Army SA. All active duty prerequisites for SA status must be met by the reservists.

1-6. Restrictions on the use of .0015 funds.

The following general restrictions govern the use of .0015 funds:

a. All .0015 funds are restricted to the support of criminal investigations and crime prevention for which the US Army has jurisdiction or has primary interest.

b. Expenditures normally supported by regular DA operating funds will not be financed with .0015 funds unless the use of other appropriated funds or going through normal administrative channels would—

- (1) Compromise the security of an investigation.
- (2) Jeopardize the safety or cover of personnel.
- (3) Delay completing a time-sensitive investigation.

c. Substitution of .0015 funds for other appropriated funds to compensate for lack of programming or planning for anticipated requirements is prohibited.

d. MPs certified to expend .0015 funds may not receive cash advances from USACIDC fund custodians. Nor may they receive funds from SAs or MPIs for controlled expenditures while working on USACIDC, MPI, and MP drug or crime suppression teams performing PM investigative activities.

e. The acts of UACIDC personnel, MPIs, or MPs making investigations may, on occasion, provoke claims against the US Government by third parties for injuries or damages. These claims will be properly documented and referred to a local claims judge advocate for settlement per AR 27-20. Under no circumstances will .0015 funds be used for the settlement of claims for any injury or damages caused. Administrative reports concerning claims will be unclassified and prepared so that the reports can be used outside USACIDC channels.

1-7. Inspection of .0015-fund accounts.

a. HQ, USACIDC, will inspect the .0015-fund accounts of CAOs once each fiscal year. CAOs must correct any deficiencies noted during these inspections. If explanations for improper expenditures are not acceptable, reimbursement may be required from the payee or person who authorized the expense, or both may be held liable. Copies of USACIDC .0015-fund reports of inspection and reports of corrective actions will be retained on file at HQ, USACIDC.

b. The USAAA may perform periodic audits of .0015-fund accounts. Accounts to be audited will be selected by the USAAA.

1-8. Semi-annual register of .0015-fund expenditures.

The CG, USACIDC, will prepare a semiannual register listing all .0015-fund expenses approved during the 6-month period for which the register is prepared. Each .0015-contingency fund register will be presented to the Secretary of the Army for review and approval. Registers will be prepared and distributed per AR 37-107, paragraph 13-23.

1-9. Loss of .0015 funds.

a. Cash advances of funds in excess of \$200 that are lost, advances in excess of \$1,000 that are stolen, or uncollectible claims disallowed (paras 1-10) by approval authorities will be reported by message to Commander (CDR), USACIDC, WASH DC CIAC-ZA, within 24 hours.

(1) A loss of fund occurs when a person entrusted with .0015 funds cannot account for the actual expenditure of the funds.

(2) Stolen .0015-fund are funds taken by force or through deception from the person entrusted with the funds.

(3) A disallowed claim that cannot be recovered because the person who paid the funds—

(a) Is unwilling to return the funds.

(b) Is not available because of a permanent change of station or expiration of term of service.

b. Losses of funds of \$200 or less or advances received from a fund custodian that are lost during an investigation will be fully documented. CAOs will examine the circumstances involved in the operational loss. If the loss is justified and if negligence is not apparent, the following statement will be prepared and signed by the CAO. This statement will be attached to the voucher for expenses (DD Form 281) and sent to HQ, USACIDC, ATTN: CIAC-PB, 5611 Columbia Pike, Falls Church, VA 22041. If negligence by anyone is apparent, the procedures in c below will be followed.

This \$_____ (loss/theft) of funds evidenced by DA Form 5070-R (Justification Statement for .0015 Contingency Funds), incl_____ to this voucher, is an operational loss. The loss was incurred by SA_____ during an ongoing investigation. SA_____ was acting in good faith and did not neglect to safeguard the funds in (his or her) possession.

Certifying and Approving Officer

c. Theft of .0015 funds of \$1,000 or less or advances received from a fund custodian that are stolen during an investigation will be fully documented. The CAO will determine the facts of the theft. Based on his or her decision, the CAO may either—

(1) Report the stolen .0015 funds as an operational loss and attach the report to the voucher for expenses as stated in b above.

(2) Recommend to the CDR, USACIDC, ATTN: CIAC-ZA, 5611 Columbia Pike, Falls Church, VA 22041, that a

disinterested officer be appointed to investigate the theft. The recommendations of this officer will be sent to the CDR, USACIDC, ATTN: CIAC-ZA. The CG, USACIDC then will—

- (a) Review the investigation.
- (b) Examine both the financial and security aspects of the case.
- (c) Take action determined to be in the best interest of the Army.
- (d) Losses of .0015 funds exceeding \$200.00 or theft of .0015 funds exceeding \$1,000.00 will be reported promptly to the CDR, USACIDC, ATTN: CIAC-ZA. Upon notification, the CAO will be given instructions on how to resolve the case, based on the facts and circumstances in the report.
- (e) A voucher for emergency expenses (DD Form 281) will be prepared for cash advanced as flash money (chap 5) that is lost or stolen; this will insure that these funds can be cleared from the accounts of the FAO who is issued the funds.
- (f) CAOs, AOs, fund custodians, SAs, MPIs, and MPs may be held financially responsible for lost or stolen funds or disallowed claims if they fail to properly safeguard and use .0015 funds.

1-10. Disallowed claims.

Claims for reimbursement of expenses from .0015 funds may be disallowed by AOs, CAOs, or the CG, USACIDC.

a. *Appeal of disallowed claim.* Persons submitting vouchers for expenses from .0015 funds may appeal any disallowed claim. Appeals must be fully documented and will be sent through the CAO for review and comment.

- (1) Claims disallowed by AOs or CAOs may be appealed to CDR, USACIDC, ATTN: CIAC-ZA.
- (2) MPI and MP claims disallowed by the CG, USACIDC may be appealed to HQDA (DAPE-HRE), WASH DC 20310, through the major Army commander, for resolution with USACIDC.

b. *Disposition of disallowed claims.*

- (1) Claims disallowed through appeal involving expenses not yet disbursed will be returned to the CAO who will notify the claimant.
- (2) CAOs will collect all disallowed claims of expenses previously disbursed. The service member will be allowed to reimburse the Government for disallowed expenses by completing a cash collection voucher (DD Form 1131). When collection from the payee is not possible, final settlement will be made per paragraph 1-9.

1-11. Recording .0015-fund expenditures.

Claims for reimbursement of personal funds spent during criminal investigations, cash advances, and claims settlement transactions will be recorded on the following forms. Instructions for preparing, certifying, and disposing of .0015-fund vouchers are given in chapter 4. Samples of completed forms are also shown.

- a. DD Form 281 (Voucher for Emergency or Extraordinary Expense Expenditures).
- b. DA Form 3697 (Subvoucher for Disbursement from Confidential Funds).
- c. DA Form 5070-R (Justification Statement for .0015 Contingency Funds).
- d. DD Form 1131 (Cash Collection Voucher).
- e. DA Form 5071-R (Fund Custodian Receipt Control and Cash Accountability Journal).

DA Form 5071-R, is to be found at the end of this document in the Reproducible Forms section.

Chapter 2

APPOINTMENT OF INVESTIGATIVE PERSONNEL

2-1. Certifying and approving officer.

- a. The CG, USACIDC will designate, in writing, primary CAOs to—
 - (1) Approve requests for cash advances.
 - (2) Certify that claims for reimbursements from .0015 funds submitted by USACIDC fund custodians, SAs, and MPIs are correct, payment is proper, and funds are available. CAOs may not delegate this responsibility.
 - (3) Appoint, in writing, an alternate CAO to perform CAO functions in the absence of the primary CAO.
- b. Normally, the primary CAO will be the commander of the USACIDC region or separate district. A person may not be appointed as both AO (para 2-2) and CAO at the same time.
- c. Copies of all documents appointing or relieving CAOs will be sent to the CDR, USACIDC, ATTN: CIAC-PB, 5611 Columbia Pike, Falls Church, VA 22041, and to the finance and accounting office (FAO) servicing the .0015-fund accounts of the CAO. A sample of a properly completed appointment document for primary or alternate CAOs is shown in figure 2-1.
- d. On appointment, each newly appointed CAO will prepare a DD Form 577 (Signature Card), in triplicate, for use in verifying his or her signature or vouchers (AR 37-103). The original of the form is attached to the original copy of

the first voucher that the CAO approves and is sent to the FAO (AR 37-107, para 13-22e). The second DD Form 577 and a copy of the appointing document is sent to the CDR, USACIDC, ATTN: CIAC-PB. The third form is filed with the retained records of the CAO.

e. Each newly appointed CAO will reconcile the .0015-fund account with the servicing FAO to ascertain the status of each outstanding cash advance. Any discrepancies noted during reconciliations and any unaccounted cash advances will be reported per paragraph 1-9. The effective date of each change of CAO will be entered in a voucher register (chap 4) with the following statement signed by the CAO:

I have reconciled the limitation .0015 contingency-
funds account with the servicing FAO on _____.
(Date)

and the balance shown as of _____ is correct.
(Date)

(Signature of CAO)

Figure 2-A. Change of CAO signed statement

2-2. Approving officer.

a. CAOs will designate, in writing, primary and alternate AOs to approve DA Form 3697 and DA Forms 5070-R from SAs, MPIs, and MPs. (A sample of an appointment document is in fig 2-2.) On appointment, each AO will prepare a DD Form 577 for use in verifying his or her signature on vouchers and will send it to the CAO.

b. AOs should be designated as follows:

(1) Commanders of USACIDC districts and field offices and separate resident agencies should be appointed for expenditures incurred by—

(*a*) SAs of their commands.

(*b*) MPIs and MPs who are members of USACIDC, MPI, and MP drug or crime suppression teams or supporting MP activities.

(2) When local conditions make it impractical to appoint district or field office commanders as AOs, the CAO may appoint, instead, other commissioned or warrant officers within their command, provided they have a thorough knowledge of command operations.

(3) For SAs assigned to HQ, USACIDC, directors or staff section chiefs of SA incurring expenditures will be appointed as AOs. AOs who incur expenditures by SAs assigned to a region headquarters or separate districts will be appointed by the respective CAO.

2-3. USACIDC fund custodian.

AOs will appoint, in writing, primary and alternate USACIDC fund custodians to supervise and document expenditures of .0015 funds. (A sample appointment document is in fig 2-3.) No more than one primary and one alternate fund custodian may be appointed at each operating level.

b. The fund custodian will be a commissioned officer, a warrant officer, enlisted member, or a civilian employee (appointment of a civilian employee in non-CONUS regions is not permitted).

c. Fund custodians should not be appointed as class A agent (chap 5). A person may not be both AO and fund custodian at the same time.

d. On appointment, the primary and alternate fund custodians will prepare a DD Form 577 for use in verifying his or her signature on vouchers. A copy of the form will be furnished to the CAO and AO.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT		
CIRX-PA	Duty Assignment		
TO Ron M. Reed, COL, MPC 123-45-6789 HQ, Ninth Region, USACIDC APO New York 71369	FROM Commander USACIDC 5611 Columbia Pike Falls Church, VA 22041	DATE	CMT 1
<p>1. Effective 1 Oct 80, COL Ron M. Reed, 123-45-6789, is:</p> <p>APPOINTED AS: Primary certifying and approving officer for ninth region limitation .0015 fund expenditures.</p> <p>DESIGNATED AS: NA</p> <p>CERTIFIED AS: NA</p> <p>ASSIGNED AS: NA</p> <p>2. AUTHORITY: AR 195-4.</p> <p>3. PURPOSE: To approve DD Form 281, (Voucher for Emergency or Extraordinary Expense Expenditures) and verify that entries are correct, payment is proper, and funds are available in accordance with AR 195-4.</p> <p>4. PERIOD: Indefinite.</p> <p>5. SPECIAL INSTRUCTION: DD Form 577 (Signature Card) will be prepared and distributed as follows: Original to servicing FAO and duplicate forwarded, with a copy (see para 2-1) of appointing document, to Commander, USACIDC, ATTN: CIAC-PB, 5611 Columbia Pike, Falls Church, VA 22041.</p> <p>FOR THE COMMANDER:</p> <p style="text-align: right;">I.M. SAMPSON CPT, AGC Adjutant</p> <p>DISTRIBUTION:</p> <p>1 - COL REED 1 - FAO, APO NY 71368 1 - CIAC-PB, HQUSACIDC 1 - 201 FILE 1 - FILE (OTHERS AS REQUIRED)</p>			

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 2-1. Sample document appointing CAO.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
CIRX-ZA	Duty Assignment
TO DONALD D. DOAKS, LTC, MPC 123-44-6789 CDR, Last District Ninth Region, USACIDC, APO New York 71369	FROM Commander Ninth Region, USACIDC APO New York 71369 DATE CMT 1
<p>1. Effective 1 Oct 80, LTC Donald D. Doaks, 123-44-6789, is:</p> <p>APPOINTED AS: Approving officer for last district, ninth region limitation .0015 contingency fund expenditures.</p> <p>DESIGNATED AS: NA</p> <p>CERTIFIED AS: NA</p> <p>ASSIGNED AS: NA</p> <p>2. AUTHORITY: AR 195-4.</p> <p>3. PURPOSE: To approve DA Form 3697, (subvoucher for disbursement of confidential funds) and verify that entries are correct and payment is proper.</p> <p>4. PERIOD: Indefinite.</p> <p>5. SPECIAL INSTRUCTION: DD Form 577 (Signature Card) will be prepared and forwarded to Commander, Ninth Region, USACIDC, APO NY 71369.</p> <p>RON M. REED COL, MPC Commanding</p> <p>DISTRIBUTION:</p> <p>1 - LTC DOAKS 1 - CIRX-BU, Ninth Region, USACIDC 1 - 201 File 1 - File (OTHERS AS REQUIRED)</p>	

DA FORM 2496
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PREVIOUS EDITIONS WILL BE USED

Figure 2-2. Sample document appointing approving officer.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
CIRX-ZA	Duty Assignment

TO John Heart, WOI, USA
123-44-4444
Ninth Region, USACIDC
APO New York 71369

FROM Commander, Last District
Ninth Region, USACIDC
APO New York 71369

CMT 1

1. Effective 1 Oct 80, WOI John Heart, 123-44-4444, is:

APPOINTED AS: Fund custodian for last district, ninth region limitation .0015 contingency fund expenditures.

DESIGNATED AS: NA

CERTIFIED AS: NA

ASSIGNED AS: NA

2. AUTHORITY: AR 195-4.

3. PURPOSE: Administer fund control operations for last district, ninth region, USACIDC, in accordance with (IAW) AR 195-4.

4. PERIOD: Indefinite.

5. SPECIAL INSTRUCTION: DD Form 577 (Signature Card) will be prepared and forwarded to Commander, Ninth Region, USACIDC, APO NY 71369.

DONALD D. DOAKS
LTC, MPC
Commander

DISTRIBUTION:

1 - WOI Heart
1 - CIRX-BU, Ninth Region, USACIDC
1 - 201 File
1 - File
(OTHERS AS REQUIRED)

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 2-3. Sample Document Appointing Fund Custodian

Chapter 3

EXPENDITURES FROM .0015 FUNDS

Section I

GENERAL PROVISIONS

3-1. General.

- a. This chapter identifies—
 - (1) Major categories of authorized expenditures that can be made by SAs, MPIs, and MPs.
 - (2) Authorized expenditures that can be made.
 - (3) Expenditures that are unauthorized.
- b. Reimbursements from .0015 funds for investigative expenses not authorized in this chapter are permitted if each of the following conditions exist:
 - (1) The expenditure is authorized by the CG, USACIDC.
 - (2) The expenditure is required to extend an investigation and the need for the expenditure is clearly shown on documents prepared to support the expenditure.
 - (3) The expenditure cannot be financed in the time required for normal operating appropriations.
 - (4) The expenditure is not specifically disallowed (para 1-10).
- c. Unless otherwise authorized by the CG, USACIDC, only SAs and MPIs may submit vouchers requesting reimbursements from .0015 funds. This includes requesting reimbursement for expenses made by other personnel assisting in investigations supervised and directed by SAs or MPIs. Fund custodians may disburse funds to SAs and MPIs for expected expenditures or reimburse SAs and MPIs for personal funds spent if claims are authorized.
- d. Payments from .0015 funds will be fully explained on the proper forms. (See chap 4 for sample of completed forms.) Payments must be supported, when possible, by itemized vendor receipts made out in the name of the payee and marked “paid”. Cash sales slips or credit card receipts will be accepted when the item or service purchased is clearly identified on the receipt. When obtaining vendor receipts is not possible or practical, SAs or MPIs will explain on DA Form 5070-R (chap 4) why receipts were not obtained. SAs and MPIs will insure that sufficient documents are provided to support requirements for property and fiscal records. If statements included on receipts are in a language other than English, an English translation will be included. Claims not supported by proper documents will be disallowed by AOs.
- e. Expenditures of .0015 funds spent in a specific fiscal year (FY) will be charged against funds appropriated for that year. Funds not used in one FY may not be used in later FYs.
- f. Expenditures of .0015 funds spent in an overseas area will be identified by the proper geopolitical or international organization codes (AR 37-100, para 5-3). A list of these codes is in AR 37-100, table 7-2.
- g. Expenditures of Criminal Investigation Division (CID) funds will relate to a specific investigation. Funds spent by MPIs during an investigation will be shown as the last entry on the file copy of DA Form 3975 (Military Police Report) (See AR 190-45.)

3-2. Expenditure limits.

- a. Under normal operating conditions, SAs, MPIs, and MPs may expend contingency funds for \$350 or less per occasion. Expenditures exceeding \$350 require prior approval of one of the following officials:

Table 3-1
Officer Monetary Approving Limits

Approving officer	Monetary approval limits
Approving officer	\$350.01 – \$500.00
Certifying and approving officer	\$500.00 – \$1,000.00
CG, USACIDC	\$1,000.00 and over

- b. Expenditure limits and requirements do not apply to investigations if the need to get prior approval of a certain expenditure would jeopardize the safety or cover of the SA, MPI, or MP, or substantially interfere with a successful mission.

(1) When it is not possible to get prior approval of .0015 funds exceeding \$350, the reasons that made prior approval impossible or impractical will be noted on the DA Form 5070-R. When time prevents getting written approval, telephonic approval is authorized. Reference to the telephone approval and the name of the AO will be noted on DA Form 5070-R.

(2) Requests for approval of expenses over \$1,000 will be sent to CDR, USACIDC, ATTN: CIOP-CP. All prior approval correspondence will be attached to DA Form 5070-R before they are sent to HQ, USACIDC.

3-3. Cash advances.

a. Fund custodians. With the prior approval of the AO and the CAO, fund custodians may be given cash advances of .0015 funds to finance costs expected for future investigations. (chap 4).

b. Provost marshal activities. With a prior written request for .0015 funds from the PM to the local AO, MPIs may draw cash advances of .0015 funds for PM-related activities. MPIs will draw these funds from the local fund custodian. A copy of the PM's request together with subvouchers (chap 4) documenting the expenses will be sent to the CAO. MPIs who are members of drug or crime suppression teams may also draw cash advances from fund custodians. A written request for funds from the PM is not required when MPIs are working under USACIDC supervision.

c. Safeguarding .0015 advances. Cash advances of .0015 funds will be safeguarded as stated in AR 37-103, chapter 3, section IV.

d. Restrictions on advances. The following restrictions apply to all requests for cash advances—

(1) Fund custodians will settle cash advances of .0015 funds within 60 days of the date the cash is advanced unless the CG, USACIDC, grants an extension. Requests for authority to get cash advances for more than 60 days will be sent to CDR, USACIDC, ATN: CIAC-PB. The time for cash advances begins on the date the FAO records cash or check payment on expenditure vouchers. It ends on the date excess funds are returned to the FAO and are entered on cash collection vouchers (chap 4). If no funds are excess, the advance period ends on the date of the last expenditure.

(2) All payments and settlements of advances will be posted to a suspense file for advance transactions.

(3) Vouchers for emergency expenditures and subvouchers for expenses from confidential funds prepared to request cash advances are not affected by monetary limits and restrictions (para 3-2b).

(4) The issue of an advance by a fund custodian does not indicate automatic approval of expenditures made from advance funds.

(5) AOs and CAOs will carefully review all requests for cash advances of .0015 funds. Necessary justification will be requested from the SAs or MPIs.

Section II

AUTHORIZED EXPENDITURES

3-4. Travel expenditures.

a. Under normal operating conditions, SAs, MPIs, and MPs on local or temporary duty (TDY) travel are entitled to travel allowances and to entitlements permitted in AR 37-106 and Joint Travel Regulations (JTR), volume I. All allowances and entitlements will be paid from normal travel appropriations and entered on DD Form 1351-2 (Travel Voucher or Subvoucher) or SF Form 1164 (Claim for Reimbursement for Expenditures on Official Business).

b. SAs, MPIs, MPs, and other law enforcement officers on TDY whose travel expenses exceed established allowances while making investigations may be reimbursed from .0015 funds if expenses were required for a successful mission and can be fully documented. Amounts to be reimbursed from .0015 funds will be computed by subtracting amounts paid by the FAO from the total documented travel expenses made for the TDY period; the remainder will be entered on DA Form 5070-R. Documents supporting total expenses and deductions made will be filed with the DA Form 5070-R.

c. Official travel orders issued per AR 310-10 and volume I of the JTR are required for TDY travel. Orders are not needed if the use of normal reimbursement procedures would compromise the security of an investigation. When the sensitivity of an investigation precludes using written or verbal travel orders or normal reimbursement, local or TDY travel expenses spent by SAs, MPIs, or MPs may be reimbursed from .0015 funds on approval of the CG, USACIDC.

3-5. Special operational clothing.

Special clothing (excluding standard civilian clothes) such as formal wear, indigenous attire, or occupational uniforms required to complete a specific investigation, may be bought or rented with .0015 funds for use by SAs, MPIs, MPs, or other personnel assisting in investigations (para 3-6b).

3-6. Supplies and equipment.

a. Supply items and equipment needed when making an investigation will be procured through regular supply channels or will be purchased locally. Normal operating appropriations will be used.

b. Special items of supply and equipment required for a specific investigation may be purchased or rented with .0015 funds if one of these conditions exists—

(1) The items to be procured cannot be timely obtained through normal supply channels or purchased locally with normal operating appropriations. Purchases of supplies or equipment, will be supported by a certificate of non-availability prepared by the proper supply activity.

(2) The items to be procured are authorized .0015-fund expenditures.

c. Normal maintenance of equipment will be programmed for and acquired through normal logistic channels. The .0015 funds may be used to pay expenditures for emergency repair of investigative equipment when—

- (1) Equipment is urgently required to continue a time sensitive investigation.
- (2) Normal US Government repair facilities or contracting facilities cannot be used because of the time element involved or location of the equipment.

d. All non-expendable equipment purchased with .0015 funds will be accounted for according to supply regulations in the AR 750 series.

e. The provisions outlined above will not be used to circumvent proper planning and programming for normal logistics support.

3-7. Undercover vehicles.

a. *Non-TDA vehicles.* Region commanders may approve .0015 funds for the operation and maintenance of non-TDA (nonstandard) vehicles used in undercover criminal investigations.

- (1) To insure confidentiality, vehicles will be registered. (See para 3-15 for vehicle registration and inspection fees.)
- (2) The cost to operate and maintain undercover vehicles may not exceed \$400 at any one time. These costs include—

- (a) Commercial purchase of petroleum, oils, and lubricants (POL) products.
- (b) Performance of routine maintenance.
- (c) Minor repairs at commercial businesses.

(3) Estimates for repair or damage exceeding \$400 require prior approval of USACIDC before repairs can be made. Requests for approval will be sent to HQ, USACIDC. ATTN: CILO-LM, together with a cost estimate.

(4) CAOs may not authorize .0015 funds for major repairs of undercover vehicles.

(5) Region commanders will maintain a register to identify and trace expenses related to each non-TDA undercover vehicle assigned to the region. The register will identify the vehicle, by serial number. The data recorded on this register will be used to assess cost effectiveness of this program.

b. *TDA vehicles,* vehicles authorized by a USACIDC table of distribution and allowances (TDA) and assigned to USACIDC field elements, are “mission oriented vehicles” and will be used during undercover investigations only when all other means have been exhausted. Expenditure of .0015 funds for these vehicles is authorized for—

- (1) Purchasing gasoline and oil.
- (2) Having minor repairs made in emergencies.
- (3) Maintenance and repair, if the vehicle is being used and going to the nearest military installation for aid would compromise the mission. Generally, scheduled vehicle maintenance services and related services must be done by or through the local transportation motor pool, using normal operating funds (AR 37-49, para 5a). When using Government vehicles in a covert status, the vehicle identification number and the exact expenditures associated with the vehicle will be completely annotated in the remarks section of DA Form 5070-R. Expenditure levels cited in a above apply.

c. *Rental or lease vehicles.* Expenses for renting or leasing undercover vehicles are authorized. The following rules apply:

- (1) The conditions of paragraph 1-6 must be met.
- (2) Rental or lease vehicles will be used only when non-TDA or TDA vehicles are not available or their use would compromise the mission.
- (3) Vehicles should be rented or lease for the shortest period to attain the mission. Under normal conditions, the rental or lease should not exceed 30 days.
- (4) The .0015 funds will be used to pay charges for rental or lease, gasoline, oil, and liability insurance (see (5) below) required by the rental or leasing agency.
- (5) Limitation .0015 funds are authorized for purchasing extra insurance to provide full coverage collision insurance outside the United States, Alaska, Hawaii, Puerto Rico, and the territories and possessions of the United States. These funds are not authorized for purchasing extra insurance to provide full coverage collision insurance within the United States if the purchase is optional and is not included in the basic rental fee.

(6) Normal operating funds will be used when extra collision insurance is purchased and SAs, MPIs, or MPs require reimbursement up to the deductible amount shown in the rental contract for personal funds paid to the rental agency for damages to a vehicle. (Guidance on obtaining reimbursement is in AR 27-20.) Direct payments of the deductible amount may also be made by the Government to the car rental agency instead of the SA, MPI, or MP. If payments are made directly to the car rental agency, documents will be provided as required by JTR, volume I, paragraph M4405, C.(3).

3-8. Food and lodging.

a. An agent may be reimbursed from .0015 funds for expenses for the purchase of required food and lodging when

the urgency of an investigation requires a SA, MPI, MP or other law enforcement official to reside temporarily in a certain location where—

- (1) Per diem or other allowances are not payable.
- (2) The temporary address is not the agent's normal place of residence.

b. When submitting claims, the following procedures apply:

(1) SAs and MPIs claiming .0015 funds spent for meals required during an investigation will deduct from these claims—

(a) The basic allowance for subsistence (BAS).

(b) The temporary lodging allowance (TLA) provided, if any, for the cost of meals paid on military pay vouchers. The amount of the TLA deduction will be shown on DA Form 5070-R. Deductions are not required for meals that exceed the normal three meals per day; however, any meal over the three per day will be noted on DA Form 5070-R.

(2) Receipt of basic allowance for quarters does not affect entitlements to food and lodging payments authorized.

(3) All claims for reimbursement from .0015 funds for excess food and lodging expenses will be itemized and supported by receipts or statements.

3-9. Purchases of controlled substances.

a. CAOs may authorize SAs, MPIs, or MPs who are members of USACIDC, MPI, and MP drug and crime suppression teams to use .0015 funds to purchase controlled substances if purchases are required to aid in an investigation.

b. Funds spent to purchase controlled substances that are later recovered and retained as evidence will be accounted for and disposed of per paragraph 3-27.

c. Controlled substances purchased with .0015 funds will be controlled and disposed of per AR 195-5 and AR 190-22.

d. CAOs will review and limit purchases of controlled substances and related expenses to insure that the purchases do not encourage trafficking in controlled substances in certain geographic areas.

e. The evidence document number of DA Form 4137 (Evidence/Property Custody Document) will be referenced on all DA Forms 5070-R that claim purchases of controlled substances.

3-10. Stolen property.

Suspected stolen Government, PX, commissary, or private property may be purchased with .0015 funds if specific criminal investigations need to be continued. When the property is no longer required as evidence, final disposition will be per AR 190-22 and AR 195-5.

3-11. Undercover facilities.

a. Under normal conditions, the rental or lease of real estate facilities needed for investigations is the responsibility of the major Army commander. Expenses related to the facilities will be funded through normal operating appropriations. However, when an investigation requires using an undercover facility and the provisions of paragraph 1-6b have been met, .0015 funds may be used to rent, alter, maintain, or repair real property. Expenditures for repair and alterations must be approved by the CG, USACIDC and must comply with AR 415-35.

b. Security deposits may be paid with .0015 funds if expenses are required to rent real property. After terminating leases or rental agreements, recovered security deposits will be deposited with the servicing FAO per paragraph 3-27. A permanent accounting record of all security deposit transactions will be maintained to insure that all payments are recovered.

c. The purchase of real estate is prohibited. Exceptions to this policy can only be granted with approval of the Secretary of the Army.

d. When investigations require .0015 funds to rent real estate facilities for more than 90 days, the AO will prepare a—

(1) Memorandum indicating that the feasibility of funding the rental facility through normal operating appropriations were discussed with installation authorities and reasons why funding through normal appropriations could not be done.

(2) Monthly evaluation of the need, effectiveness, and value of the undercover facility to the investigation.

3-12. Communications expenses.

a. Under normal operating conditions, official toll telephone calls will be placed on US Government circuits or charged to official numbers of the command.

b. When operating conditions require that telephone calls be made and paid for by SAs, MPIs, or MPs to aid in an investigation, these expenses will be reimbursed from normal operating appropriations. Toll calls made by SAs, MPIs, or MPs on TDY will be claimed as a miscellaneous expense on DD Form 1351-2. (See JTR, vol 1, para M4410). SAs, MPIs, and MPs will use SF Form 1164 (Claim for Reimbursement for Expenditures on Official Business) to claim reimbursements when not on official travel. When security conditions make it impractical to claim reimbursements on DD Form 1351-2 or SIP Form 1164, telephone expenses may be reimbursed from .0015 funds.

c. Charges for telephones installed in undercover facilities to conduct official business may be paid for from .0015 funds. These charges may include security deposits, installation fees, monthly bills, and toll charges.

d. Telegrams or wires sent in connection with official business will be reimbursed from normal operating appropriations per AR 105-23, paragraph 5-22.

3-13. Informant and confidential source payments.

a. Expenses paid by SAs and MPIs to informants or sources who furnish or who are considered qualified to furnish information of value to an investigation is a proper claim for reimbursement from .0015 funds. These expenses include interview amenities, individual payments, and reimbursements for expenses incurred by informants or sources who assist in the investigation. MPs may make informant or source payments only as members of USACIDC, MPI, or MP drug or crime suppression teams while under the direction of an SA.

b. The same informants or confidential sources may not be paid or reimbursed for expenses by two or more Federal law enforcement agencies for similar information.

(1) Installation or unit commanders will insure that subordinate commanders develop, together with proper elements of USACIDC, procedures needed to prevent duplicate payments.

(2) Representatives of USACIDC will maintain—

(a) Liaison and coordination with other Federal law enforcement agencies within the United States and its territories and possessions.

(b) Oversea liaison with other Federal law enforcement agencies or matters concerning informant or confidential source payments.

c. USACIDC informants will be controlled and administered according to USACIDC policy.

d. Informant control officers or informant handlers will continually review and evaluate cards and other files maintained on informants. This will insure that payments to informants providing unreliable or useless information or services are discontinued at once.

e. Reference to informants on .0015-fund documents will be limited to their assigned code numbers.

f. The following costs related to maintaining informants or confidential sources who provide information or services of possible value to investigations are permitted.

(1) *Individual payments and bonuses.* Informants or confidential sources will normally be paid individually when he or she provides specific information or services that may assist in criminal investigations. Individual payments or bonuses must comply with the following restrictions and procedures:

(a) No payments will be made to law enforcement agents outside DA or USACIDC or to SAs, MPIs, MPs, or immediate members of their families.

(b) Military and Federal employees, who are paid for criminal information will normally be registered and documented informants. Also, payments may be made only to personnel who perform their duties beyond what is required during their normal duty assignment. Authority to pay a confidential source will be obtained from the AO. Justification for payment to a confidential source will be entered on DA Form 5070-R.

(c) Amounts paid will be based on local experience and the relative value of the information or services provided. When determining amounts to be paid, the statute of the trafficker or the seriousness of the crime committed, as well as the type and amount of drugs or property seized, must be considered. The payment should be the minimum for the information provided.

(2) *Interview amenities.* Money spent by SAs, MPIs, and MPs to provide informants or confidential sources with beverages and food during interviews may be reimbursed from .0015 funds. Interviews will be held to solicit information, to cultivate, develop, or exploit sources to accomplish an investigation. If an interview includes a meal and refreshments, the cost should be reasonable and should not exceed the price prevailing in the area. Expenditures for interview amenities will be limited to those incurred by the informant or confidential source and accompanying SA, MPI, or MP.

(3) *Expenses incurred by informants or confidential sources.* Informants working under the supervision of SAs, MPIs, or MPs may be reimbursed for personal expenses incurred in connection with their official status as informants. Reimbursements may be made for expenses such as food, gratuities, lodging, transportation, and refreshments. In rare cases, a confidential source working under the supervision of a SA, MPI, or MP may be reimbursed for personal expenses.

g. SAs, MPIs, and MPs will require that informants or confidential sources sign a receipt for .0015 funds. However, when an informant or confidential source refuses to sign a receipt, a signed certificate from the SA, MPI, or MP, recording the paid funds is acceptable instead of a receipt. To protect SAs, MPIs, or MPs, the informant, or confidential source payments and related certificates should be witnessed by another law enforcement person if he or she refuses to sign a receipt. A copy of the SAs, MPIs, or MP's certificate will be placed in the informant's file when a receipt cannot be obtained.

3-14. Surveillance expenses.

Actual surveillance expenses paid by SAs, MPIs, MPs, and other investigative persons assisting in a surveillance under

the supervision of an SA may be reimbursed from .0015 funds. Expenses include those incurred for meals and beverages. Surveillance expenses incurred by personnel other than SAs, MPIs, or MPs will be included on .0015-fund vouchers. Vouchers will be prepared and submitted by the SA or MPI supervising the activities of the individuals concerned. All expenses will be itemized and supported by actual receipts signed by the recipient of the payment. When expenses for meals are included in claims for reimbursement for surveillance expenses paid by members of the Armed Forces, BAS and TLA deductions will be made per paragraph 3-8. Under normal conditions, surveillance expenses should be the minimum necessary to complete the mission without jeopardizing the safety or security of personnel involved. Excessive expenditures will be fully explained and justified on DA Form 5070-R.

3-15. Authorized expenditures for fees.

a. Fees for negotiable instruments and bank service charges. Fees paid for purchasing negotiable instruments such as money orders or cashier's checks and bank services are reimbursable from .0015 funds when—

- (1) The conditions of a specific investigation warrant these expenses.
- (2) US Treasury checks are not available to transfer .0015 funds.

b. Admission fees. Nominal admission fees or nightclub cover charges (includes membership fees required for admittance) may be reimbursed from .0015 funds when these charges are related to investigations.

c. Books and magazines. In unusual or emergency cases, .0015 funds may be used to buy books and magazines required for a specific investigation, if they cannot be bought through local procurement or imprest funds within the required time.

d. Official documents and publications. Fees paid to buy foreign and domestic documents, certificates, transcripts, and other publications required in criminal investigations are chargeable to .0015 funds under conditions specified in c above.

e. Motor vehicle registration and inspection fees. Motor vehicle registration and inspection fees for Government-owned vehicles used for criminal investigations may be paid from .0015 funds. Normally, the vehicle will be registered in the name of the Government if arrangements can be made with State and local officials to insure that—

- (1) Ownership remains confidential.
- (2) The registration plate or decal does not identify the vehicle as Government-owned.

f. Medical and dental fees. Normal, essential medical and dental expenses paid by SAs, MPIs, and MPs may be reimbursed from .0015 funds when the security requirements of an investigation would prevent the use of military medical facilities. Medical and dental treatment will be the same allowed for other military personnel.

g. Fees for post office boxes. When a separate mail pickup point is required to preserve the security of an investigation, a post office box may be rented and expenses for rentals may be charged to .0015 funds.

h. Fees for postage. US postage stamps normally will not be required; rather, postage- and fee-paid indicia may be used. Under normal operating conditions, foreign postage stamps will be procured through regular supply channels. However, if an investigation justifies the use of US or foreign postage stamps and stamps are not available through normal channels, they may be procured with .0015 funds.

i. Fees charged by credit investigations.

(1) Expenses incurred for making character investigations and credit checks on individuals during criminal investigations are chargeable to .0015 funds.

(2) Fees charged by credit bureaus for credit investigations made on organizations may not be paid with .0015 funds. Requests for credit investigations on organizations will be sent to the CDR, USACIDC, ATTN: CIOP-EC, for approval and disposition.

j. Fees charged for crediting unused airline tickets. Fees charged by credit card companies for canceling and rebating the cost of unused airline tickets are reimbursable if the ticket was not used because of a change in mission.

3-16. Business fronts.

When approved by the CG, USACIDC, .0015 funds may be used by SAs for establishing commercial enterprises and activities used as covers or fronts for covert investigations. Detailed accounting records will be maintained on all .0015 funds used for these activities. Income earned by covert business fronts will be disposed of per paragraph 3-28.

3-17. Informal liaison.

Informal liaison, such as briefings or meetings, may be held between SAs and their civilian counterparts to discuss past, current, or future investigations. These meetings are normally impromptu and are held irregularly. The expenses for meals and beverages paid by SAs during informal liaison may be reimbursed from .0015 funds.

a. Use of .0015 funds is permitted only when liaison expenses will—

- (1) Aid in completing an investigation.
- (2) Secure continued cooperation in investigations.

b. CAOs for the CONUS regions may approve payments for informal liaison totaling not more than \$300 each FY.

A record will be kept to insure that this limit is not exceeded. The record will include voucher number, agent, unit, date of expense, amount, and cumulative total.

3-18. Gifts to foreign counterparts.

CAOs may authorize SAs to use .0015 funds to buy gifts or token mementos for foreign investigative counterparts. Gifts are permitted to maintain good will or secure future cooperation in investigations.

- a. Funds will not exceed \$25.
- b. The value of the gifts will be based on local experience factors and will be consistent with the position of the recipient.
- c. Gifts will not be cash, alcoholic beverages, or items prohibited by foreign customs, law, or US Government regulations.
- d. The practice of regularly exchanging reciprocal gifts with foreign counterparts is not authorized.
- e. Gifts will be bought only as needed. Bulk purchases of gifts merely to have them available is prohibited.

3-19. Passports and visas.

Expenses paid by SAs for passport fees, passport photos, and visa charges generally will be reimbursed from normal operating funds per JTR, vol. I, para M4411. Reimbursement for expenses from .0015 funds is allowed only when the investigation is covert and requiring oversea travel makes the use of normal operating funds impractical.

3-20. Rewards.

Cash rewards for work or information related to an investigation may be offered and paid from .0015 funds. Reward payments are restricted as follows:

- a. Rewards must be approved by the CG, USACIDC, before offering them. Requests to authorize cash rewards will be sent to CDR, USACIDC, ATTN: CIOP-SA.
- b. Reward payments will not be—
 - (1) Made to military and Federal employees unless their performance of duties is exceptional.
 - (2) Made to law enforcement agents or members of their families.
 - (3) Made to agencies of the US Government.
 - (4) Made unless the information provided by a person leads to the arrest and conviction of an offender.
 - (5) Made, either complete or partial, before an actual conviction date.
 - (6) Offered when reward payments would be inconsistent with local laws, prevailing customs, or international agreements.

3-21. Translation and related services.

SAs may use regular employees of the US Government as interpreters, guides, translators, or for unique knowledge or skills needed to conduct criminal investigations. When regular US Government employees are not available, these services may be contracted through the local procurement office using normal operating funds. If the use of these funds, including imprest funds, is not possible, reimbursement may be made from .0015 funds. Members of the Armed Forces or civilian employees of the US Government may not be paid for these services.

3-22. Media advertisements.

Media advertisements required during an investigation will be paid from regular operating funds. However, if the use of these funds, including imprest funds, is not possible, .0015 funds may be used to pay for the advertisement.

3-23. Protective services expenses.

To insure that SAs on protective services missions are reimbursed for expenses incurred while performing assigned duties, reimbursement from .0015 funds for the following expenses is authorized if they are—

- a. Related to the agent's using and remaining a personal credit card if he or she is assigned to HQ, USACIDC, as part of the Protective Services Division, Operations Directorate.
- b. Incurred for laundry and dry cleaning when per diem allowances does not cover these expenses. Reimbursement is limited to expenses over normal personal or clothing maintenance allowances. Claims for reimbursement will be supported by receipt or other proof of payment.
- c. Related to buying meals and other refreshments for police or governmental officials assisting in protective services. These officials cannot be in a per diem status and expenses must be essential to mission accomplishment.
- d. Used to pay for tips and other miscellaneous items incurred by officials given protective service. This is allowed only when—
 - (1) It is impractical or not possible to get reimbursement for the officials given protected service.
 - (2) Other appropriated sources are not available.

Section III

UNAUTHORIZED EXPENDITURES

3-24. General.

The following expenses may not be paid from .0015 funds:

- a.* Those not authorized by this regulation or the CG, USACIDC.
- b.* Those related to the normal functions of the DA Assistant Chief of Staff for Intelligence or other intelligence agencies.

3-25. Unauthorized payments to agents and private individuals.

Some examples of commonly claimed expenditures are given below. These expenditures are prohibited and may not be paid with .0015 funds.

- a.* Payment of salaries to any person to perform full-time or part-time administrative duties normally performed by regular employees of the US Government.
- b.* Expenses for travel incident to—
 - (1) Inspection trips.
 - (2) Attendance at conferences, schools, or seminars.
 - (3) Change of station (temporary or permanent).
 - (4) Other official travel not directly connected with investigations.
- c.* Payments of third-party claims for injury or damage received during an investigation.
- d.* Expenses for unauthorized use of privately owned vehicles in covert investigations.
- e.* Expenses for witness fees that are reimbursable from other appropriated funds.
- f.* Reimbursement for clothing lost or damaged during an investigation. These claims are referred to the local claims judge advocate for settlement per AR 27-20.
- g.* Expenses for personal items or services, such as haircuts and laundry. However, reimbursement is allowed for expenses incurred above normal personal expenses if an agent is taking part in an investigation.
- h.* Expenditures related to formal liaison between SAs and USACIDC supervisory personnel and civilian investigative counterparts not covered in paragraph 3-17 will be funded from Limitation .0012 Contingency Funds per AR 37-47.
- i.* Purchase of rationed items with the intent or using them as “bait” in black market investigations.

Section IV

FOREIGN CURRENCY, FUND RECOVERY, AND EARNINGS AND INCOME

3-26. Use of foreign currency.

- a.* SAs, fund custodians, MPIs, and MPs performing investigations in overseas commands will obtain foreign currencies to finance criminal investigations and crime prevention from official US Government facilities if available and useable. Transactions will be made per command currency regulations.
- b.* When US Government currency exchange facilities are not available, foreign currency may be procured from other authorized official sources such as commercial banks.
- c.* When foreign currencies cannot be purchased from sources noted in a and b above, the CAO will specify the source. The amount of foreign currency purchased cannot exceed expected operating requirements.
- d.* Receipts and statements showing foreign currency transactions will be attached to .0015-fund vouchers (chap 4). When official exchange receipts are not available, a statement of exchange will be prepared and signed by the SA, MPI, MP, or fund custodian buying the foreign currency. These statements will show the amount of foreign currency bought, date purchased, and rate of exchange. The format for a statement of exchange is shown in figure 3-1.

3-27. Recovery of expended .0015 funds.

- a.* Recovered .0015 funds not held as evidence will be deposited with the servicing FAO. Fund amounts will be recorded on cash collection vouchers (chap 4).
- b.* Funds held as evidence will be maintained per AR 195-5 until no longer required as evidence. Evidence funds will be deposited with the FAO. Fund amounts will be recorded on cash collection vouchers. Evidence custodians will insure that the CAO is notified of all deposits of expended .0015 funds held as evidence.
- c.* All .0015 funds recovered and deposited with the FAO during the same FY in which the original expenditure was incurred will be returned to the proper account. Recovered .0015 funds expended in prior FYs will be deposited in the prior year appropriation from which the original expenditure was paid. Recovered .0015 funds expended in prior FYs may not be used to finance expenditures incurred in the current FY.
- d.* Entries showing collections of previously expended .0015 funds will be posted in the voucher register of .0015-

fund expenditures by FY. This will insure that internal obligation balances correspond with the records kept by the servicing FAO.

e. Limitation .0015 funds recovered and held as evidence will be accounted for as follows:

(1) All funds recovered and held as evidence will be noted on DA Form 5070-R (chap 4).

(2) A copy of the voucher showing the funds seized as evidence will be retained with the evidence until returned to the local FAO. If the funds are being held as evidence by civilian authorities, a copy of the voucher will be maintained in a suspense file at region headquarters and by the fund custodian until the funds are returned to USACIDC control and turned in to the local FAO. Before the funds are deposited with the FAO, personnel preparing the collection voucher will insure that the accounting classification cited is the same as that shown on the voucher on which the .0015 funds were disbursed.

(3) CAOs will maintain a register of .0015 funds held as evidence. (A sample register is in fig 3-2). This register will be reviewed continually to insure that .0015 funds held as evidence are returned promptly after they are no longer valuable as evidence.

3-28. Disposition of earnings and income.

a. Income earned by covert businesses or other activities supported by .0015 funds will be sent to the servicing FAO for deposit in the General (Receipt) Account 21R3099 of the Treasury. Deposits will be recorded on cash collection vouchers.

b. Additional salaries or wages earned by SAs making covert investigations will be recorded on cash collection vouchers. Salaries or wages paid from appropriated funds will be returned to the appropriation from which paid. Salaries or wages paid from other than appropriated funds will be deposited in the General (Receipt) Account 21R3099 of the Treasury.

c. Detailed accounting records on earnings and income earned through the use of .0015 funds will be maintained in the .0015-fund files of the CAO.

d. All commercial trading stamps, coupons, certificates, or bonus items bought with .0015 funds or other appropriated funds during investigations will be turned in to the local FAO for disposition.

STATEMENT OF FOREIGN CURRENCY EXCHANGE

On _____, I exchanged _____
(Date) (Amount and type of currency exchanged)

for _____. The rate of exchange was _____
(amount and type of currency purchased)

_____. Receipts to document this exchange
(ratio of foreign currency to US Dollars)

were not available because _____.

(Signature of SA)

(Typed name and rank of SA)

(Organization of SA)

Figure 3-1. Statement of Foreign Currency Exchange

Register of .0015 Funds Held as Evidence

FY 1979

<u>Date Funds Recovered as Evidence</u>	<u>Special Agent</u>	<u>BNV</u>	<u>Field Office</u>	<u>Control Number</u>	<u>Civilian Authority or Evidence Voucher Number</u>	<u>Amount</u>	<u>Dates Funds Returned to FAO*</u>
1 Nov 78	R. Freudendahl	002-79	Bragg	0020-77-CID023-15426	046-78	\$200.00	13 Jan 79
9 Dec 78	J. Hicks	042-79	Benning	0050-77-CID024-17830	542-78	135.00	28 Jul 79
27 May 79	J. Young	093-79	Bragg	0130-78-CID023-12020	301-79	25.00	12 Sep 79

FY 1980

14 Oct 79	B. Smith	004-80	Gordon	0006-79-CID025-15757	Augusta PD	\$200.00
10 Nov 79	J. Young	002-80	Bragg	1234-79-CID023-13421	256-79	55.00

*The date funds are no longer required as evidence.

Figure 3-2. Register of .0015 Funds Held as Evidence

Chapter 4 PREPARING AND PROCESSING .0015-FUND VOUCHERS

Section I PREPARING VOUCHERS

4-1. General instructions.

The following general instructions apply to the preparation of forms used to record .0015-fund expenses.

- The names of persons or organizations under criminal investigation will not be shown on vouchers.
- The CAO will assign a bureau voucher number (BVN) to each voucher approved for payment. The BVN has three parts: CAO office symbol, voucher number and FY. (Examples of BVNs are CIDC-001-81, CIRA-182-81, and CIDW-199-81.) The BVN is further explained below.

- (1) The office symbol is a four-digit alphabetical number and is entered first. Authorized symbols are:

Table 4-A
USACIDC Authorized office symbols

Organization	USACIDC office symbol
HQ, USACIDC	CIDC
First Region	CIRA
Second Region	CIRB
Third Region	CIRC
Sixth Region	CIRF
Seventh Region	CIRG
Washington District	CIDW

(2) The voucher number is a three-digit number and follows the office symbol. Vouchers are numbered in sequence, beginning with the number "001" and run throughout the FY (for example, 001, 009, 082, 289).

(3) The FY follows the voucher number. Only the last two digits of the year are entered.

4-2. DD Form 281.

a. This form is used by SAs, MPIs and fund custodians to—

- (1) Request cash advances.
- (2) Record advances from FAOs.
- (3) Record claims for reimbursement or settlement from .0015 funds.

b. Instructions for preparing DD Form 281 are in paragraphs 13-21 through 13-27, AR 37-107. Additional guidance is discussed below. A sample of a completed form is shown in figure 4-1.

(1) SAs or fund custodians prepare their own forms. Since MPIs may only draw cash advances and receive reimbursements through the fund custodians the forms are prepared by the fund custodians.

(2) Forms are prepared in quadruplicate.

c. The CAO reviews all DD Forms 281 and DA Forms 3697 (para 4-3) and other supporting documents. If no discrepancies are noted, the CAO—

(1) Cites the authority to expend funds on the first voucher processed each FY and refers to the authority to expend funds on later vouchers by entering the following statements on the form:

Authority for expenditure of contingency funds under Operation and Maintenance, Army, for fiscal year_____, filed with DO Voucher No._____, account of (name of FAO) FI, DSSN_____.

(2) Adds the following certification statement to the form:

I certify that the expenditures shown on this voucher were necessary for emergency expenses, that the funds charged are proper, and that funds are available to cover expenditures.

(3) Attaches two copies of the annual COA letter (para 1-5a) to the first DD Form 281 processed each FY.

4-3. DA Form 3697.

a. This form is used by SAs, and fund custodians to—

- (1) Request fund advances. (See sample form in fig 4-2).
- (2) Explain expenditures of .0015 funds reimbursed on DD Form 281. (See sample form in fig 4-3.).
- (3) Summarize daily expenses shown on DA Form 5070-R (para 4-4).
- (4) Record payments of .0015 funds to informants.

b. The SA or fund custodian prepares the form in duplicate, and signs each copy. Fund custodians prepare forms for MPIs drawing cash advances or requesting reimbursement.

c. A control number will be referenced on DA Form 3697 when possible. The reason a number is not referenced will be fully explained in supporting documents.

d. When fund custodians are required to prepare DA Form 3697 to settle cash advances (para 4-6), the following certification statement must be inscribed on the form:

I certify that the expenditures shown on this voucher were necessary for emergency expenses, that the funds charged are proper, and that funds are available to cover expenditures.

4-4. DA Form 5070-R.

a. This form is used by SAs, MPIs, or MPs to justify and explain each personal expenditure of .0015 funds. Three copies of this form must accompany and DA Form 3697 submitted. Each person is responsible for preparing his or her own form. A sample of a DA Form 5070-R is in figure 4-4. Instructions for preparing the form are in table 4-1.

b. A separate DA Form 5070-R must be prepared for each day an SA, MPI, or MP spends funds. For example, an SA, MPI, or MP may spend funds for food, beverages, and communications for an extended period; however, a DA Form 5070-R must be prepared daily. CAOs and AOs will return forms that contain vague or incomplete descriptions of expenses to the SA, MPI, or MP for additional information.

c. Expenditures recorded on this form will be summarized on DA Form 3697 (fig 4-3). When a DA Form 5070-R is prepared to record payment to an informant, a statement will be entered under the remarks section that the informant has signed a receipt for funds paid and that it is included in his or her file. If a receipt from the informant cannot be obtained, an SA, MPI, or MP will certify in the remarks section that funds were paid (para 3-13c).

4-5. Submitting vouchers.

a. SAs and fund custodians will send their DD Forms 281, DA Forms 3697, and DA Form 5070-R and any supporting documents to their AOs. MPIs will forward their DA Forms 5070-R and any supporting documents to the

fund custodian. The fund custodian will attach forms and documents to the DA Form 281 and DA Form 3697 that he or she prepares for the MPI. The fund custodian then forwards all forms and supporting documents to the AO.

b. The AO sends forms and documents to the CAO for review and approval.

c. After certification by the CAO, DD Form 281 and DA Form 3697 are disposed of as follows:

(1) The CAO sends the original and three copies of DD Form 281, without supporting documents, to the FAO for payment.

(2) The FAO sends the original DD Form 281 to the CDR, US Army Finance and Accounting Center, ATTN: Finance Histories Operations, Records Division, Department 60, Indianapolis, IN 46243.

(3) The paying FAO retains two copies of the form and sends one copy showing evidence of payment to the CDR, USACIDC, ATTN: CIAC-PB.

d. Within 3 days after the CAO certifies DD Form 281 and DA Form 3697, the CAO will send a copy of DD Form 281, DA Form 3697, and supporting documents to CDR, USACIDC, ATTN: CIAC-PB. (All expenditures are subject to review and approval of the CG, USACIDC, and final approval of the Secretary of the Army.)

e. The CAO retains a copy of DD Form 281 and the original copy of DA Form 3697 and supporting documents for his or her file. The documents may be destroyed 1 year after inspection or audit and after written clearance to destroy them is received from HQ, USACIDC.

4-6. Request for cash advances.

a. Under normal operating conditions, requests for cash advances are processed as follows:

(1) Fund custodians will prepare a DD Form 281 and DA Form 3697.

(a) DA Form 3697 will contain one of the following statements. (See sample forms in figs 4-2 and 4-3).

Advance of funds to cover anticipated expenditures
from _____ to _____.
(Date) (Date)

Advance of funds to cover anticipated expenditures
from _____ to _____ to fulfill my
(Date) (Date)
responsibilities as CID fund custodian.

Figure 4-A. Form 3697 Statements

(b) SAs and MPIs who expend the funds will prepare and sign a DA Form 5070-R to support the entries made on DA Form 3697.

(2) Forms will be sent through the AO to the CAO. The CAO will evaluate requests to insure that amounts requested are not excessive and will adequately cover expenses. Approved requests will be sent to the FAO for payment.

b. Amounts of funds requested will not exceed the amount normally spent in 60 days.

c. To insure that funds are always available at the unit level, fund custodians will request cash advances at least 20 working days before settlement of an outstanding cash advance.

d. Fund custodians will insure that all currency exchanges are made per paragraph 3-26.

4-7. Transfer of cash advances.

a. SAs may not transfer .0015 funds to other SAs without approval of the AOs. Verbal approval is permitted for urgent reasons, but must be followed by written approval. Funds may be transferred before the AO's approval if the SA thinks a mission would be jeopardized if he or she waited until the AO could be contacted. A justification of the transfer must be attached to DA Form 5070-R and will contain the following information:

(1) The reason the mission would have been jeopardized by waiting for the AO's approval.

(2) The reason the AOs approval could not be obtained.

b. After the AO approves transfer of funds, the following documents must be prepared to transfer funds between SAs:

(1) A receipt recording the transfer of funds, together with the SAs written approval to transfer the funds. The receipt is prepared by the AO who originally received the funds.

(2) A DA Form 5070-R recording expenses. This form is prepared by the SA who spent the funds.

- c. Funds advanced by a fund custodian to a drug or crime suppression team may be transferred as follows:
- (1) The SA in charge of the team controls the funds and may transfer them to team members as needed to complete a mission.
 - (2) If mission requirements make it impractical for the SA to control funds, then SAs and MPIs who have been given advances by the fund custodian may transfer their funds to other members of the team as needed.
 - (3) The person who drew the advance from the fund custodian and provided the transfer of funds will record expenditures on DA Form 5070-R.
 - (4) The AOs prior approval to transfer funds is not needed to transfer funds between team members. However, he or she must coordinate any transfer of funds with the team leader.

Section II

CLAIM SETTLEMENTS

4-8. Settlement closeout dates.

- a. Unless otherwise authorized by the CAO, an SA, MPI, or MP must submit claims for reimbursement within 30 days of the date expenses were incurred. When it is not possible for the FAO to reimburse approved expenses before a FY ends, the CAO will prepare DA Form 3717 (Miscellaneous Obligation Document) and process it through the FAOs account to establish a required fund obligation.
- b. Fund custodians will submit completed settlement vouchers for advance funds to AOs within 10 days of the closeout of the advance. (See restrictions on advances in para 3-3.)
- c. AOs will send claims for settlement of advances from fund custodians and personal reimbursement of claims from SAs and MPs to CAOs within 10 days of receipt.
- d. The CAO will send claims for reimbursement to HQ, USACIDC, for review within 20 days after claims are reviewed by the AOs. The address is HQ, USACIDC, ATTN: CIAC-PB, 5611 Columbia Pike, Falls Church, VA 22041.

4-9. Settlement before relief from duty or absence.

- a. SAs and MPIs will settle cash advances before relief from duty. They will also turn in any unused .0015 funds to the fund custodian before any absences such as TDY or leave.
- b. Fund custodians planning to go on leave or TDY for more than one day will transfer unused advances to the alternate fund custodian. Under no circumstances will the funds be transferred to anyone other than the alternate custodian.

4-10. Settlement of expenses less than or equal to amount advanced.

- a. When a mission is completed, a DA Form 3697 showing total expenses, together with supporting documents, will be sent through the AO to the CAO. If the CAO decides that expenses shown are reimbursable, he or she will enter a certification statement (Para 4-6a) on each copy of DA Form 3697. The CAO will retain the original copy. A duplicate copy of the form will be sent to HQ, USACIDC, ATTN: CIAC-PB.
- b. Unused funds that are less than the amount advanced will be deposited as an appropriation refund with the FAO, using DD Form 1131. A DD Form 1131 is not required if expenses are the same as the amount advanced. A sample of a collection voucher is shown in figure 4-6.
- c. Any unused funds to be returned to the CAO will be by cash, US Treasury check, postal money order, cashier's check, or certified check. Checks will be made payable to the local FAO.

4-11. Settlement of expenses over amount advanced.

Under normal conditions, expenses over an original cash advance are not cited on DA Form 3697. However, when a mission requires SAs to incur expenses over the amount advanced, the following procedures apply:

- a. The SA will prepare a DA Form 3697 showing the total amount spent.
- b. An extra DD Form 281 will be prepared to show the amount over the original advance. This form is attached to the DA Form 3697 and is sent through the AO to the CAO.
- c. After the CAO evaluates and approves expenses shown on DA Form 3697, he or she will affix a certification statement to the DD Form 281 (para 4-6a). Next, the CAO sends all copies of DD Form 281 to the FAO for payment. This action obligates the .0015 funds spent over the amount advanced and the SA is reimbursed for personal funds spent over the original amount.
- d. The extra copies of DD Form 281 and DA Form 3697 will be processed per paragraphs 4-2 and 4-3.

4-12. Settlement of cash advances at end of fiscal year.

- a. Under normal conditions, cash advances of .0015 funds will be settled before a FY ends. At the close of business on the last day of the FY, the total amount of outstanding cash advances will be returned to the FAO on a cash collection voucher (DD Form 1131) as an appropriation refund.

b. CAOs, however, may authorize SAs to maintain cash advances into a second FY. Arrangements will be made with the FAO to insure that a proper and complete recording of all obligations are made. CAOs will also instruct SAs and fund custodians maintaining cash advances that extend into the second fiscal year that .0015 funds will not be expended before receiving the COAs annual letter (para 1-5a).

c. The return of prior-year funds will be made not later than 10 days after receiving authority to expend funds of the current FY.

Section III

FILES AND RECORDS

4-13. Files and records of certifying and approving officer.

CAOs will keep the following files and records per AR 340-18-5:

a. A voucher register will be kept for each FY. Registers will contain BVNs, payee's names, amounts paid, obligation data, and any other related information.

b. A voucher file will be kept for each SA and fund custodian authorized to prepare and submit DD Form 281 to request advances or reimbursement from .0015 funds. Files will be kept for each FY.

c. A transaction file will be kept to record purchases of special investigative property.

d. A suspense file will be kept on each outstanding cash advance of .0015 funds. The CAO will review this file continually to make sure that each cash advance is settled.

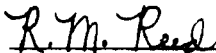
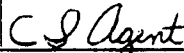
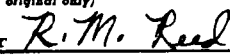
e. A separate suspense file will be kept for outstanding security deposits.

f. A separate register of .0015 funds held as evidence will be maintained (para 3-27).

4-14. Files and records of fund custodian.

a. All fund custodians will keep records of all .0015 funds drawn on DD Form 281. They will enter all transactions on DA Form 5071-R (Fund Custodian Receipt Control and Cash Accountability Journal) (fig 4-8). A sample of this form is shown in figure 4-7. Instructions for completing the form are in table 4-2. DA Form 5071-R will be locally reproduced on 11 × 8-½ inch paper.

b. In addition to the information required on DA Form 5071-R, fund custodians will keep copies in the unit files of all supporting documents they send to CAOs.

VOUCHER FOR EMERGENCY OR EXTRAORDINARY EXPENSE EXPENDITURES		D.O. VOUCHER NO. 607421
BUREAU VOUCHER NO. CIRX-015-81		PAID BY
VOUCHER PREPARED AT Italy Field Office, USACIDC, APO NY 77777	DATE 1 Nov 80	(For Use of Paying Office)
UNITED STATES, OR, TO (Payee) C. I. Agent		
ADDRESS (Include ZIP Code) Italy Field Office, USACIDC APO NY 77777		
FOR EMERGENCY OR EXTRAORDINARY EXPENSE EXPENDITURES UNDER APPROPRIATIONS LISTED BELOW		AMOUNT
FOR EXPENSES INCURRED DURING THE PERIOD: 15 Oct 80 TO 25 Oct 80		\$180.00
APPROPRIATION CHARGEABLE 2112020.0015 21-5175 P951520.21000 2572 S19988 its authority for expenditures of funds under operations and maintenance Army, for FY 81, filed with DO Voucher No.606895, dated 4 Oct 80, accounts of LTC U.B. Wright, FI, DSSN 9090. I certify that the expenditures shown on this voucher were necessary for emergency expenses that the funds charged are proper and that funds are available to cover expenditures. <div style="text-align: center;">  Certifying and Approving Officer </div>		
One hundred eighty and no/100 dollars		TOTAL \$180.00
I CERTIFY THAT THE ABOVE ACCOUNT IS TRUE AND CORRECT. THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED. AND THAT THE AMOUNT HAS BEEN OR WILL BE EXPENDED FOR EMERGENCY OR EXTRAORDINARY EXPENSE PURPOSES.		
DATE 1 Nov 80	TYPED NAME, GRADE, AND ORGANIZATION C.I. Agent, SA Italy Field Office, USACIDC	SIGNATURE OF PAYEE (Sign original only) 
I CERTIFY THAT THE ABOVE LISTED EXPENDITURES ARE PROPERLY CHARGEABLE TO THE APPROPRIATIONS INDICATED.		
APPROVED FOR \$		
DATE 6 Nov 80	TYPED NAME, GRADE, ORGANIZATION AND TITLE R.M. Reed, COL, MPC Certifying and Approving Officer	SIGNATURE OF CERTIFYING AND APPROVING OFFICER ² (Sign original only) 
APPROVAL BY HEAD OF DEPARTMENT (Typed name)		SIGNATURE
PAY BY	CHECK NO	DATED
BY	UNITED STATES IN FAVOR OF THE PAYEE NAMED ABOVE.	FOR \$
CASH \$	ON TREASURER OF THE	
ON	SIGNATURE OF PAYEE FOR CASH PAYMENT	
¹ Fill in only if voucher covers reimbursement of funds actually expended.		² Certifying and approving officer will not be the payee.
INSTRUCTIONS		
Supporting receipts, if available, or certificates in lieu thereof, should be attached to duplicate copy, except where security may thereby be violated. No details will be shown on the face of voucher.		

DD FORM 281

PREVIOUS EDITION IS OBSOLETE.

Form Prescribed By
Comptroller General, U.S., 13 March 1959

Figure 4-1. Sample Expense Voucher showing Reimbursable and Certification of CAO.

Table 4-1
Instructions for completing DA Form 5070-R

Block and column	Instructions
1	Self-explanatory.
2	Enter sequence or ROI number.
3	Enter MPR number.
4	Enter authority for expenditures.
5	Enter the amount expended for purchase of controlled substances only. This includes those purchased by Sas, MPIs, MPs, confidential informants, and sources.
*6	Entered amount expended for informant or source reimbursement for expenses incurred, incentive payment, payment for information and sources, interview amenity, and cost of debriefing.
*7	Enter amount expended for bonuses or rewards only. Payment of rewards will be annotated in the remarks section (block 19).
8	Enter amount expended for general surveillance by SA, MPI, or MP; beverages, food BAS subtracted, admission fees, gratuities, and other costs incurred while conducting surveillance not covered in other categories.
9	Enter amount expended for vehicle maintenance, parts, labor, repair, towing costs, toll charges, registration, inspections, licensing, POL products, rental vehicles and commercial conveyance fares.
10	Enter amount expended for all general purpose supplies and equipment, excluding POL products that cannot be acquired through normal operational channels to support mission requirements.
11	Enter amount expended for covert facilities used by SAS for other than protective services. Facility costs includes rentals, telephone costs, maintenance and repairs, facility conversion costs, business fronts, post office boxes, and other items directly related to the covert facility.
12	Enter amount expended in protective services operations. The amount entered will be broken down by transportation costs, food and lodging, and protective services in the remarks section.
13	Enter amount expended for purchase of both government and privately owned property that has been stolen.
14	Enter amount expended for purchase of blackmarket items only. Surveillance expenditures should be reported under the surveillance expenditures category.
15	Enter amount expended for informal liaison functions, gifts to foreign counterparts, and media advertisement.
16	Enter amount expended for official documents and publications, fees for negotiable instruments, books and magazines, special operational clothing, credit investigations, medical and dental expenses, passports and visas, bribery solicitations, interpreters, film development, loss of funds, laboratory fees, consultation fees, and other items that cannot be identified in the above categories. Identify specific expenditures in the remarks section.
17	Enter information, if applicable, as requested.
18	Enter information, if applicable, as requested.
19	Enter justification and results of expenditures. Enter breakdown of expenditures as required by blocks through 16.
20	Self-explanatory.
21	Self-explanatory.

JUSTIFICATION STATEMENT FOR .0015 CONTINGENCY FUNDS

For use of this form, see AR 195-4; the proponent agency is USACIDC.

DATE

28 Nov 80

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 USC, Section 3012.

PRINCIPLE PURPOSE: To substantiate individual's claim for reimbursement or expenditure of Limitation .0015 Contingency Funds.

ROUTINE USES: Record is to be maintained to perform complete audit of .0015 fund vouchers including evaluation of each expenditure of .0015 funds.

DISCLOSURE: Disclosure of information requested is voluntary. However, all information must be provided for claimant to receive reimbursement for expense or claimant will be required to return those government funds previously advanced or expended.

1. I CERTIFY THAT ON 27 Nov 80 A TOTAL OF \$750.00 WAS PAID TO Trafficker
(Date) (Amount) (Name of Payee or Informant Number)

AT Camp Swampy
(Place of Purchase or Payment)

2. SEQUENCE/ROI NUMBER 0000-80-CID-253-49115 3. MPR NUMBER 4. AUTHORITY FOR EXPENDITURE OTHER THAN AR 195-4

.0015 EXPENDITURES

CATEGORY	AMOUNT	CATEGORY	AMOUNT
5 Controlled Substances	\$700.00	11 Covert Facilities	
6 Informant Reimbursement		12 Protective Services	
7 Informant Bonuses		13 Stolen Property	
8 Surveillance Expenditures	50.00	14 Blackmarket Activities	
9 Transportation		15 Informal Liaison	
10 Supplies and Equipment		16 Miscellaneous	

17. VENDOR RECEIPTS

☐ RECEIPTS ATTACHED.

☐ RECEIPTS WERE NOT OBTAINED TO PREVENT COMPROMISE OF IDENTITY.

☐ PARTIAL RECEIPTS WERE OBTAINED; OTHERS WERE NOT TO PREVENT COMPROMISE OF IDENTITY; OR THEY WERE NOT PROVIDED.

☐ RECEIPTS WERE NOT PROVIDED.

18. DRUG PURCHASE SUMMARY

NUMBER OF OFFENDERS: 1 OR (Identified)
(Apprehended)

AMOUNT OF .0015 FUNDS SEIZED/RECOVERED: \$700.00

STREET VALUE: \$100.00

AMOUNT & TYPE OF DRUGS PURCHASED/SEIZED: 200 grams, suspected marijuana

19. REMARKS

NUMBER OF ATTACHMENTS: _____

DRUGS/PROPERTY HELD AS EVIDENCE ON EVIDENCE DOCUMENT NUMBER: 253-80

FUNDS HELD AS EVIDENCE ON EVIDENCE DOCUMENT NUMBER: 001-80

FUNDS HELD AS EVIDENCE BY CIVILIAN AUTHORITIES: _____
(Name of Civilian Agency) (Amount)

☐ MPI/MP INFORMANT/SOURCE PAYMENT COORDINATED WITH CID.

☐ RECEIPT FROM INFORMANT/SOURCE ON FILE AT THIS OFFICE.

☐ CERTIFICATE ON FILE IN LIEU OF INFORMANT/SOURCE RECEIPT.

☐ INFORMANT/SOURCE PAYMENT WITNESSED. (If not, indicate why below.)

☐ RECEIPT FROM JOINT TEAM MEMBER ON FILE AT THIS OFFICE. (If not, indicate why below.)

COMMENTS:

Total expenditures of \$750.00 for purchase of controlled substances broken out as shown above.

20. TYPED NAME, GRADE AND UNIT ASSIGNMENT OF CLAIMANT
(Identify as Special Agent or MPI)

SA Rufus Jones, CW2, USACIDC, Camp Swampy
Resident Agency, 10th Region

21. SIGNATURE OF CLAIMANT

Rufus Jones

DA FORM 5070-R May 82

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO. 8641			
		RECEIVING OFFICE COLLECTION VOUCHER NO.			
RECEIVING OFFICE	ACTIVITY (Name and location) (Include ZIP Code)				
	RECEIVED AND FORWARDED BY (Printed name, title and signature)			DATE	
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) US Army Finance and Accounting Office, APO NY 7777				
	DISBURSING OFFICER (Printed name, title and signature) U.B. Wright, LTC, FC Finance and Accounting Officer		DISBURSING STATION SYMBOL NO. 9090	DATE RECEIVED SUBJECT TO COLLECTION 21 Dec 80	
PERIOD: FROM TO					
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION	
21 Dec	CW2 Warren G. Officer	Return of unexpended cash advance disbursed on DD voucher 607420, dated 10 Nov 80, accounts of U.B. Wright LTC, FI, DSSN 9090	\$122.50	2112020.0015 21-5175 P951520.21000 2572 S19988 M4** IT BVN: CIRX-015-81	
TOTAL			\$122.50		

DD FORM 1131
1 APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

Form approved by Comptroller General, U.S.
24 January 1958

Figure 4-6. Sample of completed cash collection voucher.

FUND CUSTODIAN RECEIPT CONTROL AND CASH ACCOUNTABILITY JOURNAL										1. BUREAU VOUCHER NUMBER CIBX-015-81		3. DATE 21 Dec 81	
For use of this form, see AR 195-4; the proponent agency is USACIDC.										2. CASH COLLECTION VOUCHER NO. 8641			
TRANSACTION NUMBER a	DATE b	SIGNATURE AND NAME OF SPECIAL AGENT/MP1 c	INITIALS OF CID FUND CUSTODIAN d	AMOUNT DISBURSED		AMOUNT RETURNED f	AMOUNT EXPENDED h	UNEXPENDED BALANCE i	CROSS REFERENCE j				
				REIMBURSED e	ADVANCED f								
01	10 Nov 81							1000.00					
02	15 Nov 81	<i>John H. Jones</i> SA John G. Jones		25.00			25.00	975.00					
03	24 Nov 81	<i>Ned A. Neely</i> SA Ned A. Neely			10.00		35.00	965.00					
04	27 Nov 81	<i>John H. Jones</i> SA John G. Jones			750.00		785.00	215.00					
05	29 Nov 81	<i>Ned A. Neely</i> SA Ned A. Neely				8.00	777.00	223.00	03				
06	29 Nov 81	<i>Jim L. Catchum</i> MP1 Jim L. Catchum		6.75			783.75	216.25					
07	13 Dec 81	<i>Fred Necessary</i> SA Fred Necessary			75.00		858.75	141.25					
08	17 Dec 81	<i>Jim L. Catchum</i> MP1 Jim L. Catchum			25.00		883.75	116.25					
09	20 Dec 81	<i>Jim L. Catchum</i> MP1 Jim L. Catchum				6.25	877.50	122.50	08				
				ADVANCE SETTLEMENT TOTALS		31.75	+860.00	-14.25	=877.50				
TYPED OR PRINTED NAME OF FUND CUSTODIAN Harry S. Potter				SIGNATURE OF FUND CUSTODIAN <i>Amy L. Potter</i>						5. AMOUNT RETURNED TO FINANCE OFFICE \$122.50			

Figure 4-7. Sample of fund custodians receipt control and accountability journal.

DA FORM 5071-R, Mar 82

Figure 4-7. Sample of fund custodians receipt control and accountability journal.

Chapter 5

FLASH OPERATIONS

5-1. General.

Sometimes during criminal investigative operations, a suspect must be provided with evidence that large sums of money are available to an undercover SA. This is commonly referred to as a “flash operation.”

5-2. Persons authorized flash funds.

Only USACIDC warrant officers serving as SAs and appointed as class A agents may draw flash funds. At no time will the agent entrust these funds to any other person. No expenditures will be made from any flash class A agent advances.

5-3. Approval of flash operations.

a. Flash operations do not require prior approval of HQ, USACIDC, when the funding limit within the region is sufficient to cover the amount being flashed. Any flash-operation that cannot be funded within region funding limits must be approved by HQ, USACIDC, regardless of amount (para 5-7).

b. Requests for approval of flash operations that cannot be funded within region limits may be made by telephone through HQ, USACIDC, Operations Directorate.

c. The following information is required by HQ, USACIDC, for evaluation before approval or disapproval of flash operations.

- (1) Amount of flash.
- (2) Background information on the investigation.
- (3) Time needed for the operation.
- (4) Who will draw the flash.
- (5) A description of how the operation is to be conducted. (This includes primary and backup security arrangements.)
- (6) Acknowledgement that the funds will be returned to the servicing FAO within 2 working days from the time the flash funds are drawn.
- (7) A statement that the servicing finance office can support the requirement.

5-4. Time allowed for flash operations.

Flash operations will not exceed two duty days without prior approval of HQ, USACIDC, Operations Directorate.

5-5. Appointment of class A agent officers.

Warrant officers appointed as SAs may also be appointed as class A agent officers to local FAOs to draw funds for use in ongoing criminal investigations. All class A agent appointments will be as stated in paragraph 5-6. Fund transactions will be recorded on DD Form 1081 (Statement of Agent Offices Account) as outlined in chapter 15, AR 37-103. Fund custodians should not be appointed on orders as class A agents.

5-6. Documents required.

Appointment of SAs as class A agents will be made in writing. The following information is required. (A sample appointment document is shown in fig 5-1.)

- a.* Effective date of appointment.
- b.* The installation address of the FAO.
- c.* A statement that the class A agent is financially responsible for the funds entrusted to him or her and that the funds will not be entrusted to others for any purpose.
- d.* Length of the appointment. Appointments will normally be made effective for 1 year. However, shorter appointments may be authorized to complete a mission.

5-7. Cash advances.

a. The amount of advanced funds authorized for a class A agent is limited to the CAOs unobligated limitation .0015 contingency-fund authority. This is necessary to prevent a violation of Revised Statutes 3679 if an advance is lost or stolen. If the need for flash money causes a temporary increase in .0015 contingency-fund authority or a transfer of funds, the CAO will request approval for the increase from HQ, USACIDC, ATTN: CIOP-SA, 5611 Columbia Pike, Falls Church, VA 22041. On approval, the Director, Resource Management Directorate, USACIDC, will temporarily redistribute funds and the .0015 contingency-fund limitation to cover the requested flash money.

b. On completion of a mission requiring flash money not funded within region fund limits (para, 5-3b), the CAO

will notify HQ, USACIDC, ATTN: CIOP-SA, that the funds have been returned to the FAO. HQ, USACIDC, will then withdraw any temporary increase in funds or .0015 contingency fund limitation.

Appendix A REFERENCES

Section I Required Publications

AR 27–20

(Claims). Cited in paragraphs 1-6, 3-4, 3-7, and 3-25.

AR 37–47

(Contingency Funds of the Secretary of the Army). Cited in paragraphs 3-25.

AR 37–103

(Finance and Accounting for Installations: Disbursing Operations). Cited in paragraphs 1-5, 2-1, 3-3, and 5-5.

AR 37–107

(Finance and Accounting for Installations: Processing and Payment of Commercial Accounts). Cited in paragraphs 1-8, 2-1, and 4-2.

AR 340–18–5

(Maintenance and Disposition of Intelligence, Security, Military, Police, and Mapping Functional Files). Cited in paragraph 4-13.

Section II Related Publications

AR 37–49

(Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities). Cited in paragraph 3-7.

AR 37–100

(Account/Code Structure). Cited in paragraph 3-1.

AR 37–106

(Finance and Accounting for Installations: Travel and Transportation Allowances). Cited in paragraph 3-4.

AR 105–23

(Administrative Policies and Procedures for Base Tele-Communications Services). Cited in paragraph 3-12.

AR 190–22

(Search, Seizure, and Disposition of Property). Cited in paragraphs 3-9, and 3-10.

AR 190–45

(Records and Forms). Cited in paragraph 3-1.

AR 195–5

(Evidence Procedures). Cited in paragraphs 3-9, 3-10, and 3-27.

AR 310–10

(Military Orders). Cited in paragraph 3-4.

AR 415–35

(Minor Construction). Cited in paragraph 3-11.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

AO

approving officer

BAS

basic allowance for subsistence

BVN

bureau voucher number

CAO

certifying and approving officer

CCVN

cash collection voucher number

CDR

Commander

CG

Commanding General

CID

Criminal Investigation Division

COA

Comptroller of the Army

DCSPER

Deputy Chief of Staff for Personnel

DOVN

disbursing officer voucher number

DSSN

disbursing station symbol number

FAO

finance and accounting office or officer

FI

finance (branch of service)

FY

fiscal year

JTR

joint travel regulation

MFAD

manpower and funding authorization document

MP

military police

MPI

military police investigator

MPR

military pay record

ODCSPER

Office of the Deputy Chief of Staff for Personnel

OMA

Operation and Maintenance, Army (appropriation)

PM

provost marshal

POL

petroleum, oils, and lubricants

ROI

report of investigation

SA

special agent

SIPBO

special investigative property book officers

TDA

table of distribution and allowances

TDY

temporary duty

TLA

temporary lodging allowance

USAAA

US Army Audit Agency

USACIDC

US Army Criminal Investigation Command

USAFAC

United States Army Finance and Accounting Center

Section II**Terms****Advanced funds.**

Funds advanced to an SA or MPI by the fund custodian.

Advance request.

A request for .0015 funds expected to be needed to conduct criminal investigations.

Approving officer.

A commissioned or warrant officer designated, in writing, to certify that expenditures charged against .0015 funds on claims from SAs or MPIs are correct and proper.

Certifying and approving officer.

A commissioned officer appointed, in writing, by the CG, USACIDC, to approve vouchers for emergency or unusual expenses and to certify that vouchers are correct, payment is proper, and funds are available.

Confidential source.

A person who provides USACIDC SAs, MPIs, or MPs with information to aid them in their investigations. Information is given voluntarily or is specifically requested. The source's identity remains confidential.

Custodian advance.

Custodian advance. Funds advanced to the fund custodian by the local finance office.

Law enforcement agent.

A person empowered by Federal, State, or local law to make searches, seize evidence, or make arrests for violations of law while on active duty.

Military Police.

An enlisted military member in Primary Military Occupation Specialty (PMOS) 95B who is certified, in writing, by a commander's representative as a person authorized to expend .0015 funds. This certification is made by letter to a USACIDC AO.

Military police investigator.

Enlisted military personnel in PMOS 95B who are certified, in writing, by a commander's representative as a person authorized to receive advances from the fund custodian and expend .0015 funds. This certification is made by letter to a USACIDC AO.

Military police investigator advance.

Funds advanced to an MPI by the fund custodian.

Provost marshal.

All PMs, security officers, and commanders of US Army law enforcement activities.

Registered informant.

A person who is documented and controlled, and agrees to confidentially collect or provide recurring information or aid of law enforcement value to USACIDC SAs. This person operates under the supervision of USACIDC SAs or MPIs and MPs working with USACIDC agents.

Reimbursement claim.

Any claim made by an authorized user of .0015 funds for repayment of authorized out-of-pocket expenditures incurred during criminal investigations.

Special agent.

A person who has been accepted into the USACIDC SA program and is assigned criminal investigative duties.

Special agent advance.

Funds advanced to an SA by the fund custodian.

Special investigative property.

Certain expendable and non-expendable items of supply and equipment procured with .0015 funds.

Special investigative property book.

The basic property record kept to control and document the receipt and disposal of special investigative property.

Special investigation property book officer

Special investigative property book officer. A person appointed, in writing, by the CAO to keep property book accounts for special investigative property. This person is responsible for all special investigative property in his or her possession.

USACIDC fund custodian.

A commissioned officer, warrant officer, enlisted member, or civilian employee of a USACIDC field element who is designated, in writing, by the CAO to receive and disburse cash advances of .0015 funds.

Section III**Special Abbreviations and Terms**

This section contains no entries.

RESERVED

JUSTIFICATION STATEMENT FOR .0015 CONTINGENCY FUNDS <small>For use of this form, see AR 195-4; the proponent agency is USACIDC.</small>		DATE																											
<p style="text-align: center;">DATA REQUIRED BY THE PRIVACY ACT OF 1974</p> <p>AUTHORITY: Title 10 USC, Section 3012.</p> <p>PRINCIPLE PURPOSE: To substantiate individual's claim for reimbursement or expenditure of Limitation .0015 Contingency Funds.</p> <p>ROUTINE USES: Record is to be maintained to perform complete audit of .0015 fund vouchers including evaluation of each expenditure of .0015 funds.</p> <p>DISCLOSURE: Disclosure of information requested is voluntary. However, all information must be provided for claimant to receive reimbursement for expenses or claimant will be required to return those government funds previously advanced or expended.</p>																													
<p>1. I CERTIFY THAT ON _____ A TOTAL OF _____ WAS PAID TO _____</p> <p style="text-align: center;"><small>(Date) (Amount) (Name of Payee or Informant Number)</small></p> <p>AT _____</p> <p style="text-align: center;"><small>(Place of Purchase or Payment)</small></p>																													
2. SEQUENCE/ROI NUMBER	3. MPR NUMBER	4. AUTHORITY FOR EXPENDITURE OTHER THAN AR 195-4																											
.0015 EXPENDITURES																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">CATEGORY</th> <th style="width: 45%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td>5 Controlled Substances</td><td></td></tr> <tr><td>6 Informant Reimbursement</td><td></td></tr> <tr><td>7 Informant Bonuses</td><td></td></tr> <tr><td>8 Surveillance Expenditures</td><td></td></tr> <tr><td>9 Transportation</td><td></td></tr> <tr><td>10 Supplies and Equipment</td><td></td></tr> </tbody> </table>	CATEGORY	AMOUNT	5 Controlled Substances		6 Informant Reimbursement		7 Informant Bonuses		8 Surveillance Expenditures		9 Transportation		10 Supplies and Equipment		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">CATEGORY</th> <th style="width: 45%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td>11 Covert Facilities</td><td></td></tr> <tr><td>12 Protective Services</td><td></td></tr> <tr><td>13 Stolen Property</td><td></td></tr> <tr><td>14 Blackmarket Activities</td><td></td></tr> <tr><td>15 Informal Liaison</td><td></td></tr> <tr><td>16 Miscellaneous</td><td></td></tr> </tbody> </table>	CATEGORY	AMOUNT	11 Covert Facilities		12 Protective Services		13 Stolen Property		14 Blackmarket Activities		15 Informal Liaison		16 Miscellaneous	
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16 Miscellaneous																													
<p>17. VENDOR RECEIPTS</p> <p><input type="checkbox"/> RECEIPTS ATTACHED.</p> <p><input type="checkbox"/> RECEIPTS WERE NOT OBTAINED TO PREVENT COMPROMISE OF IDENTITY.</p> <p><input type="checkbox"/> PARTIAL RECEIPTS WERE OBTAINED; OTHERS WERE NOT TO PREVENT COMPROMISE OF IDENTITY; OR THEY WERE NOT PROVIDED.</p> <p><input type="checkbox"/> RECEIPTS WERE NOT PROVIDED.</p>		<p>18. DRUG PURCHASE SUMMARY</p> <p>NUMBER OF OFFENDERS: _____ OR _____</p> <p style="text-align: center;"><small>(Apprehended) (Identified)</small></p> <p>AMOUNT OF .0015 FUNDS SEIZED/RECOVERED: _____</p> <p>STREET VALUE: _____</p> <p>AMOUNT & TYPE OF DRUGS PURCHASED/SEIZED: _____</p>																											
<p>19. REMARKS</p> <p>NUMBER OF ATTACHMENTS: _____</p> <p>DRUGS/PROPERTY HELD AS EVIDENCE ON EVIDENCE DOCUMENT NUMBER: _____</p> <p>FUNDS HELD AS EVIDENCE ON EVIDENCE DOCUMENT NUMBER: _____</p> <p>FUNDS HELD AS EVIDENCE BY CIVILIAN AUTHORITIES: _____</p> <p style="text-align: center;"><small>(Name of Civilian Agency) (Amount)</small></p> <p><input type="checkbox"/> MPI/MP INFORMANT/SOURCE PAYMENT COORDINATED WITH CID.</p> <p><input type="checkbox"/> RECEIPT FROM INFORMANT/SOURCE ON FILE AT THIS OFFICE.</p> <p><input type="checkbox"/> CERTIFICATE ON FILE IN LIEU OF INFORMANT/SOURCE RECEIPT.</p> <p><input type="checkbox"/> INFORMANT/SOURCE PAYMENT WITNESSED. (If not, indicate why below.)</p> <p><input type="checkbox"/> RECEIPT FROM JOINT TEAM MEMBER ON FILE AT THIS OFFICE. (If not, indicate why below.)</p> <p>COMMENTS:</p>																													
20. TYPED NAME, GRADE AND UNIT ASSIGNMENT OF CLAIMANT <small>(Identify as Special Agent or MPI)</small>	21. SIGNATURE OF CLAIMANT																												

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